



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

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Third District

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Fifth District

January 6, 2011

To: All Department Heads

From: William T Fujioka  
Chief Executive Officer

## CELL PHONE AND DATA CARD USE

On January 4, 2011, the Board of Supervisors directed the Chief Executive Officer, in consultation with the Auditor-Controller and the Director of the Internal Services Department, to:

- 1) Ensure that the Department of Children and Family Services (DCFS) immediately implements the seven recommendations contained in the Auditor-Controller's December 21, 2010 report [DCFS – Cellular Phone Review]; and reports back to the Board in 30 days on the Department's progress in implementing each recommendation;
- 2) Direct each Department Head to conduct an internal review of controls over their Department's County cellular telephones and data cards; identify any issues similar to those noted in the Auditor-Controller's report on DCFS; and report back to the CEO within 30 days with the results of those reviews;
- 3) Direct each Department Head to review and immediately implement, as applicable, the findings and recommendations contained in the Auditor-Controller's December 21, 2010 report on DCFS;
- 4) Develop and implement a uniform countywide policy for adherence by all County departments to ensure that proper controls are in place for the issuance and use of County cellular phones and data cards; and consult with the Internal Services Department on innovations to be included in countywide policy, such as pooling minutes or data access for all departmental users to reduce call charges; and
- 5) Coordinate a follow-up audit by the Auditor-Controller of a sample of departments to verify that they have implemented and are complying with internal controls and policies on the issuance and use of County cellular telephones and data cards; and comprehensively report back within 12 months on the results of the follow-up audit.

*"To Enrich Lives Through Effective And Caring Service"*

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With respect to Item Numbers 2 and 3, each department should already be reviewing their internal use of cell phones and data cards consistent with an email sent to all departments by this Office on December 21, 2010, transmitting the DCFS audit and emphasizing that all departments should examine the audit closely and ensure that their operations are fully compliant with all applicable policies and procedures, and that effective controls are in place. Consistent with this and the Board instruction, please submit correspondence via e-mail to this Office **by February 4, 2011**, specifying:

- The results of your internal audit of cell phone and data card use, focusing on those items noted in the Auditor-Controller's audit of DCFS; and
- Those recommendations in the Auditor-Controller's DCFS audit relevant for implementation in your department and the timeframe for implementation.

This correspondence should be directed to the attention of **James Hazlett** at [jhazlett@ceo.lacounty.gov](mailto:jhazlett@ceo.lacounty.gov) and copied to your respective Deputy Chief Executive Officer.

We will be in further contact with you regarding Item Numbers 4 and 5, above, after we have coordinated with other entities.

Thank you for your attention to this important matter. Please let me know if you have any questions or your staff may contact Martin Zimmerman at 213.974.1326, or [mzimmerman@ceo.lacounty.gov](mailto:mzimmerman@ceo.lacounty.gov).

WTF:EFS  
MKZ:ib

c: Each Supervisor